

**Meeting Minutes
Civil Service Commission
November 10, 2021
ZOOM
5:00 PM**

Commissioners present: Jaime Kemper, Ray LaBate, William Ojeda

Secretary/Chief Examiner: Lt. Steve Sabourin

Staff present: Lt. Steve Sabourin

Call to Order: 5:01pm

Approval of Minutes:

- Jaime Kemper motioned to approve meeting minutes from October 13, 2021 regular meeting; Ray LaBate seconded
- Jaime Kemper motioned to approve meeting minutes from October 27, 2021 special meeting; Ray LaBate seconded

Public Comment: None

Police Department Report:

Lt. Sabourin provided an update on hiring and background investigations. Elliott Head has been hired and will start April 1, 2022, The delay is due to a waitlist to get recruits into the basic law enforcement academy. A final background report is expected any day for Jose Nunez. Two additional lateral/exception entry level candidates have passed their polygraph exams and their background investigations have been ordered/requested.

Lt. Sabourin discussed the .5 FTE position and Police clerk position that is being discussed at council. Also, Lt. Sabourin provided a brief update on the civil service secretary and chief examiner position, which could be re-assigned to either the new City Clerk or Police Clerk, should the position get approved.

New Business:

- **Update civil service rules regarding age requirement to apply for a police officer position**
 - Jaime Kemper proposed removing the language in civil service rule 7.01(B) altogether and add date it was removed to the rules. The commission discussed whether 18 was too young to be a police officer. Lt. Sabourin provided a recommendation that no one under 21 years of age should be a police officer. Lt. Sabourin brought up that since there is no age information on the City application, there is no way to verify whether a candidate is in compliance with the 21 YOA requirement in the civil service rules, prior to the oral board. The commission discussed and Ray LaBate motioned to add language to the City application that informs candidates that they must be 21 YOA to attend the oral board interview and make no changes to the current civil service rules.
 - Lt. Sabourin will have the application updated and submit it via email for a vote by the commission

- Review and include exceptional entry language to the Rules and Regulations as provided by the WCJTC. *email August 26, 2021
 - The commission discussed and it was proposed that the civil service rules and regulations will state that we will always follow the CJTC's most updated language for exceptional entry candidates. Therefore, the commission will not have to constantly change the language in the rules every time CJTC makes changes.
 - Lt. Sabourin will add the language to the rules and regulations and put them out for an email vote by the commission.

Next Meeting: December 1, 2021

Adjourn: Approximately 5:45pm